



# State of Nevada – Department Of Personnel

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## CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
<b>FORENSIC SPECIALIST IV</b>	<b>32</b>	<b>E</b>	<b>10.331</b>
<b>FORENSIC SPECIALIST III</b>	<b>30</b>	<b>E</b>	<b>10.337</b>
<b>FORENSIC SPECIALIST II</b>	<b>28</b>	<b>E</b>	<b>10.345</b>
<b>FORENSIC SPECIALIST I</b>	<b>26</b>	<b>E</b>	<b>10.353</b>

### **OPTIONS:**

- A. MENTAL HEALTH (ALL LEVELS)**
- B. CORRECTIONS (ALL LEVELS)**

### **SERIES CONCEPT**

Forensic Specialists perform a combination of security and client/inmate care duties in a high security mental health facility or in a correctional setting in a clinic, medical infirmary and/or mental health unit for treatment of the mentally and/or medically ill offender.

### **BOTH OPTIONS:**

Operate the control room to ensure the security of facilities for the protection of community, clients/inmates and staff; monitor activities of staff and clients/inmates through video monitors; maintain awareness of staff locations; check staff in and out; account for staff keys, scan pens, and other personal items as assigned; control the entry and departure of personnel from the facility or unit as assigned; utilize various equipment such as two-way radios, intercom system, telephone system linked directly to police and fire departments, video tape recorder, and alarm systems including fire and motion detectors.

Perform perimeter checks of the facility; respond to emergency situations such as fires, evacuations, bomb threats, riots, and hostage situations following established policies and procedures; assist with scheduled fire drills.

Conduct head counts and special watches to verify the whereabouts and condition of all clients/inmates; make visual contact with the client/inmate which may include pulling back bedcovers and using lights to ensure visual recognition and client/inmate physical condition; document findings; report significant medical, safety, clinical or procedural problems to the supervisor reviewing the head count and special watch report.

Conduct room and body searches to detect controlled substances, contraband and weapons; search clients/inmates and visitors prior to entering a secure area by patting down and scanning with a metal detector; conduct random room and area searches of client/inmate rooms, multipurpose rooms, day rooms, kitchen and grounds; identify health hazards, evidence of drug use, contraband or weapons.

Independently, or in conjunction with other security staff, supervise clients/inmates in the courtyard, kitchen, barbershop, gym, multipurpose room, day room, classroom, recreational and creative activity areas, clinic, medical infirmary, mental health unit, and living areas to ensure the safety of clients/inmates and staff; search the area prior to client/inmate entry for contraband, security problems or hazards; monitor client/inmate activity while in the area; search the area after clients/inmates leave.

Control aggressive and maladaptive behavior of clients/inmates to ensure safety and security; initiate various techniques such as token economy, individual crisis intervention, time out, and other verbal and/or physical interventions appropriate to the situation and in consideration of client/inmate rights; obtain appropriate medical orders for seclusion and/or restraints by a doctor, or designee, prior to or as soon as possible after taking action.

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<b>OPTIONS (ALL LEVELS)</b>			

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### **SERIES CONCEPT (cont'd)**

#### **BOTH OPTIONS: (cont'd)**

Support clinical staff by serving as a member of a treatment team to optimize client/inmate care and treatment as assigned; report normal and abnormal behaviors; assist in pinpointing problems, developing treatment plans, evaluating client/inmate progress, changing treatment plans and discharging clients/inmates as assigned.

Develop therapeutic relationships with assigned clients/inmates; orient the client/inmate to the unit/facility; spend one-on-one time with the clients/inmates; facilitate or co-facilitate group sessions as directed by professional staff; provide first-hand input to treatment plans; chart client's/inmate's mode of therapy, activities, interaction with others and significant events; assist clients/inmates with shopping, telephone calls, work assignments, recreation, group referrals and legal information.

Provide basic first aid, cardiopulmonary resuscitation (CPR) and the Heimlich Maneuver in emergency situations.

Assist assigned clients/inmates with eating, bathing, shaving, oral hygiene, grooming, dressing and other basic activities of daily living; assist in transportation, movement and ambulation; may assist in specialized treatment under medical supervision and following completion of appropriate training/instruction.

Maintain current knowledge and ensure compliance with applicable State and federal health and safety laws and regulations, as well as policies concerning infection control and related issues; handle and dispose of bodily waste, cleaning agents and other potentially hazardous materials; ensure facilities are clean and sanitary and report building maintenance needs.

Transport clients/inmates to medical appointments, hospitals and other locations as assigned.

Inventory property of clients/inmates upon admission and discharge; monitor property release to clients/inmates by following appropriate policies and procedures; mail client/inmate property to different locations as required.

Oversee shift activities to include assigning work and ensuring timely completion; respond to incident reports and emergencies.

Perform related duties as assigned.

#### **OPTION A - MENTAL HEALTH:**

In addition to the full range of duties described in the series concept for both options, incumbents at Lake's Crossing Center for the Mentally Disordered Offender perform the following duties:

Perform mental health and security duties with an emphasis on providing therapeutic treatment for clients in order to evaluate or attain competency to stand trial for criminal charges.

Prepare clients for competency hearings and facilitate groups regarding legal processes; assist clients in understanding the nature and seriousness of charges that have been filed; conduct mock sanity tests.

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<b>OPTIONS (ALL LEVELS)</b>			

**SERIES CONCEPT (cont'd)**

**OPTION B - CORRECTIONS:**

In addition to the full range of duties described in the series concept for both options, incumbents in a correctional setting perform the following duties:

Observe, monitor, document and report changes in inmate mental and physical health status and appearance to professional staff in order to provide appropriate treatment; ensure a secure environment during treatment; take and chart vital signs, inmate activity, dietary intake, input and output of fluids, and weight; monitor pill call and inmate behavior and specific incidents and problems.

Assist with laboratory tests, x-rays, consultations and special procedures; centrifuge specimens; perform simple procedures for inmates which may include applying cold and hot packs, foot soaks, feeding, forcing fluids, electrocardiograms, enemas, and diathermy as directed by medical staff.

Perform the duties of a Licensed Practical Nurse if so licensed by the State Nursing Board.

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**CLASS CONCEPTS**

**Forensic Specialist IV:** Under direction of professional staff, incumbents perform all or part of the duties in the series concept, and in addition, supervise a group of subordinate Forensic Specialists in the performance of their duties. Supervisory duties include training, assigning and reviewing work, preparing and conducting performance evaluations, and recommending disciplinary action. Supervisory work is reviewed periodically through observation, documentation and as unusual circumstances occur.

**Forensic Specialist III:** Under direction of professional staff or Forensic Specialist IV's, incumbents perform the duties described in the series concept at the journey level. Completed work is reviewed periodically, through observation, documentation, and as unusual circumstances occur. Incumbents assist in training and overseeing the work of lower level staff, serve as a leadworker and oversee shift activities as assigned. Agency policy and procedures are available for reference.

**Forensic Specialist II:** Under general supervision of professional staff or higher level Forensic Specialists, incumbents continue to receive training and gain experience in performing the duties described in the series concept. Work is reviewed on a regular basis to ensure compliance with security standards and standards of care. Agency policy and procedures are available for training and reference. This is the second training level in the series, and progression to the journey level may occur when minimum qualifications are met, the incumbent is performing satisfactorily, and with the recommendation of the appointing authority.

**Forensic Specialist I:** Under close supervision of professional staff or higher level Forensic Specialists, incumbents receive training in performing duties described in the series concept and must successfully complete P.O.S.T. certification training as required by law. Work is closely reviewed to ensure compliance with security standards and standards of care. Agency policy and procedures are available for training. This is the entry level in the series, and progression to the next level may occur when minimum qualifications are met, the incumbent is performing satisfactorily, and with the recommendation of the appointing authority.

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## **MINIMUM QUALIFICATIONS**

### **SPECIAL NOTES AND REQUIREMENTS:**

- \* Applicants must meet current P.O.S.T. requirements as stated in the Nevada Administrative Code.
- \* Pursuant to NRS 284.4066, all positions in this series have been identified as affecting public safety. Persons offered employment in this class must first submit to a pre-employment screening test for controlled substances.
- \* Applicants are required to submit to a criminal history check.
- \* Offers of employment are contingent upon successful completion of a pre-employment physical examination and be free from active tuberculosis.
- \* Incumbents must submit to background checks and fingerprinting.
- \* Incumbents must successfully complete P.O.S.T. certification training as required by law.
- \* Incumbents must possess and maintain a valid driver's license as a condition of employment.
- \* As a condition of employment, employees must work overtime on short notice, weekends and holidays; be recalled to work in case of emergency or staff shortages; and be placed on standby status if necessary.
- \* Some positions require current licensure as a Licensed Practical Nurse or meet eligibility requirements for a Certified Nursing Assistant set forth by the State Nursing Board.
- \* Some positions require current CPR and first aid certification.
- \* Some positions require incumbents obtain and maintain certification pursuant to NRS 433.279, as a condition of employment.

### **FORENSIC SPECIALIST IV**

#### **OPTION A - MENTAL HEALTH:**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of paraprofessional mental health or closely related experience, three years of which must have been in an institutional setting for individuals with mental illness providing care, treatment, supervision and training for clients. In addition, applicants must have attained and maintained valid certification as required by statute and regulation; **OR** four years of experience which included one year as a Forensic Specialist III in Nevada State service and valid certification as required by statute and regulation; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

#### **OPTION B - CORRECTIONS:**

**EDUCATION AND EXPERIENCE:** Graduation from high school or equivalent education and four years of paraprofessional health services or closely related experience, three of which must have been in an institutional or correctional setting for individuals with mental and/or medical illnesses providing care, treatment, supervision and training for clients/inmates; **OR** four years of experience which included one year as a Forensic Specialist III in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

#### **BOTH OPTIONS:**

**ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES** (required at time of application):

**Detailed knowledge of:** data collection procedures; reporting procedures. **General knowledge of:** supervisory principles and techniques. **Ability to:** apply agency and division policies and procedures to specific situations and problems; implement new policies and procedures; act as a role model for

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### MINIMUM QUALIFICATIONS (cont'd)

#### FORENSIC SPECIALIST IV (cont'd)

#### BOTH OPTIONS (cont'd)

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

subordinate staff; organize time and set priorities of subordinate staff; *and all knowledge, skills and abilities required at the lower levels.*

##### FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** supervisory techniques used in hiring, training, and evaluating the performance of subordinate staff; State personnel rules and regulations as required to effectively supervise staff.

**Ability to:** organize workflow to accomplish established objectives; assign, coordinate, and organize the work of others; schedule, train, supervise, and evaluate the performance of assigned personnel; compose and generate reports regarding client/inmate and staff activities; administer discipline.

#### FORENSIC SPECIALIST III

#### OPTION A - MENTAL HEALTH:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of paraprofessional mental health or closely related experience, two of which must have been in an institutional setting for individuals with mental illness providing care, treatment, supervision and training for clients. In addition, applicants must have attained and maintained valid certification in accordance with statute and regulation; **OR** three years of experience which included one year as a Forensic Specialist II in Nevada State service, and valid certification as required by statute and regulation. *(See Special Notes and Requirements)*

#### OPTION B - CORRECTIONS:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of paraprofessional health services or closely related experience, two of which must have been in an institutional or correctional setting which included providing care, treatment, supervision and training for clients/inmates; **OR** three years of experience which included one year as a Forensic Specialist II in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

#### BOTH OPTIONS:

##### ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Detailed knowledge of:** methods and practices used to supervise clients/inmates in a variety of settings to ensure safety of others. **Working knowledge of:** psychological and medical terminology; documentation techniques, forms and procedures; methods of conducting body and area searches inside and outside of the facility. **General knowledge of:** fundamental mental health and/or medical principles.

**Ability to:** utilize various equipment such as two-way radios, intercom systems, video monitors, video tape recorders and alarm systems; closely monitor clients/inmates by conducting head counts and special watches to ensure the whereabouts and condition of all clients/inmates and to detect medical or security problems; assist in the development, evaluation and revision of client/inmate treatment plans as a member of a treatment team; co-facilitate group and individual therapy sessions to assist clients/inmates in dealing with their problems; orient clients/inmates to the facility; follow emergency plans; identify

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### **MINIMUM QUALIFICATIONS (cont'd)**

#### **FORENSIC SPECIALIST III (cont'd)**

#### **BOTH OPTIONS (cont'd)**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (cont'd)

maintenance problems and/or safety hazards which require attention; *and all knowledge, skills and abilities required at the lower levels.*

#### **OPTION A - MENTAL HEALTH:**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** competency hearings, trials and other legal proceedings; appropriate court demeanor. **Ability to:** assist in developing a syllabus for group therapy sessions.

#### **OPTION B - CORRECTIONS:**

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** basic principles of care, treatment and training of medically ill and mentally disordered inmates; human physiology and symptoms of common illnesses; medical and psychological terminology sufficient to understand and carry out professional staff's orders; universal precautions and infection control procedures. **General knowledge of:** effective use of medical equipment utilized when performing select nursing assistant procedures. **Ability to:** operate various medical equipment such as an autoclave, centrifuge, suction apparatus, breathing machines, and ultrasound.

#### **BOTH OPTIONS:**

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** department, division and agency policies and procedures pertaining to client/inmate care and treatment; security concepts, principles and practices; Nevada Revised Statutes applicable to mental health, medical issues, and the facility. **General knowledge of:** purposes of therapeutic treatment as applied to the mentally and/or medically ill. **Ability to:** recognize aberrant behavior and/or medical illnesses and respond in a therapeutic manner; identify problems before they jeopardize the safety of clients/inmates, staff and/or unit/facility; implement assigned portions of the client/inmate medical and psychological treatment plans; respond appropriately to crisis situations and refer to professional staff; actively problem-solve and intervene when client/inmate safety or progress could be effected; seclude and/or properly restrain a client/inmate in accordance with established policies, procedures and guidelines.

#### **FORENSIC SPECIALIST II**

#### **OPTION A - MENTAL HEALTH:**

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of paraprofessional mental health or closely related experience, one of which must have been in an institutional setting for individuals with mental illness and included providing care, treatment, supervision and training for clients. In addition, applicants must have completed coursework required while working toward certification in accordance with statute and regulation; **OR** two years of experience including one year as a Forensic Specialist I in Nevada State service, and completion of coursework required by law and agency policy. *(See Special Notes and Requirements)*

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### MINIMUM QUALIFICATIONS (cont'd)

#### FORENSIC SPECIALIST II (cont'd)

##### OPTION B - CORRECTIONS:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of paraprofessional health services or closely related experience, one of which must have been in an institutional or correctional setting which included providing care, treatment, supervision and training for clients/inmates; **OR** two years of experience including one year as a Forensic Specialist I in Nevada State service; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

##### BOTH OPTIONS:

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** behaviors associated with mental illness; operation of security devices, mechanisms and systems used in the institution to which assigned; psychotropic medications including desired effects and side effects; assaultive behavior interventions to include self defense and non-violent control of aggression; laws, regulations and policies related to client/inmate rights. **General knowledge of:** principles of care, treatment and training of the mentally disordered offender; agency policies and procedures related to security functions to include searches, counts, and the operation of the control room; applicable health and safety procedures and standards; principles and practices associated with supervising a group of clients/inmates in an institutional setting; psychological terminology sufficient to understand and carry out professional staff's orders. **Ability to:** differentiate between normal and unusual behavior and/or condition of individual clients/inmates; supervise and monitor client/inmate activities and properly control aggressive and maladaptive behavior to ensure the safety of clients/inmates and staff; operate an electronic control room that includes audio and video monitoring of client/inmate movement; organize time and establish priorities as required in performing tasks associated with supervising clients/inmates; appropriately document information regarding client/inmate property; document observations and progress notes in clear, concise and understandable manner; establish and maintain cooperative working relationships with co-workers, supervisors, representatives of other agencies, and the public; escort and transport clients/inmates to various locations within and outside the facility; maintain a secure environment while performing mental health/medical related tasks; *and all knowledge, skills and abilities required at the lower level.*

##### OPTION A - MENTAL HEALTH:

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** competency hearings, trials and other legal proceedings; appropriate court demeanor. **Ability to:** assist clients in understanding criminal charges and preparing for trial.

##### OPTION B - CORRECTIONS:

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**Working knowledge of:** first aid, CPR and other life saving techniques. **General knowledge of:** basic principles of care, treatment and training of medically ill and mentally disordered inmates; human physiology and symptoms of common illnesses; medical and psychological terminology sufficient to understand and carry out professional staff's orders; universal precautions and infection control procedures. **Ability to:** take vital signs including pulse, blood pressure and temperature; collect or assist in collecting blood, urine or tissue specimens.

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### MINIMUM QUALIFICATIONS (cont'd)

#### FORENSIC SPECIALIST II (cont'd)

##### BOTH OPTIONS:

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

**Working knowledge of:** security policies, procedures and practices specific to the facility to which assigned; agency programs, functions and activities related to client/inmate care.

#### FORENSIC SPECIALIST I

##### BOTH OPTIONS:

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of general work experience, one year of which was paraprofessional experience in a mental health, medical, or related setting; **OR** one year of college coursework which included courses in health, behavioral science or criminal justice and one year of general work experience; **OR** an equivalent combination of education and experience. *(See Special Notes and Requirements)*

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

**General knowledge of:** proper grammar and punctuation in order to accurately prepare and present reports; basic arithmetic; psychotropic medications including desired effects and side effects; behaviors associated with mental illness; assaultive behavior interventions to include self defense and non-violent control of aggression; laws, regulations and policies related to client rights. **Ability to:** work alone and as part of a team under the direction of a supervisor; learn the custody/security policies and procedures of the facility to which assigned; establish rapport and develop positive interpersonal relationships with clients/inmates; differentiate between a personal and therapeutic relationship; accompany clients/inmates to scheduled appointments, individual and group therapy sessions and various activities; learn and participate in the mental health and/or medical treatment of clients/inmates in the facility to which assigned; record information in client/inmate charts clearly and accurately; stand and walk for extended periods of time which may include an entire shift; communicate orally and in writing; safely drive a motor vehicle using defensive driving techniques; understand and follow oral and written instructions, policies and procedures.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

*(These are identical to the Entry Level Knowledge, Skills and Abilities required for Forensic Specialist II.)*

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This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

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ESTABLISHED:	3/3/83R 1/24/84PC	3/3/83R 1/24/84PC	3/3/83R 1/24/84PC	3/3/83R 1/24/84PC
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87-3	8/6/87-3
REVISED:	8/19/88-3	8/19/88-3	8/19/88-3	8/19/88-3
REVISED:	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC	7/1/89P 8/19/88PC
REVISED:	9/22/89-3			
REVISED:	10/19/90PC	10/19/90PC	10/19/90PC	10/19/90PC
REVISED:	7/1/91LG	7/1/91LG	7/1/91LG	7/1/91LG
REVISED:			8/23/91-3	8/23/91-3
REVISED:	11/15/91PC	11/15/91PC	11/15/91PC	11/15/91PC
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REVISED:	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC	7/1/01P 10/4/00PC